



City of Austin - JOB DESCRIPTION



Auditor III

FLSA:	Standard/Exempt	EEO Category:	(20) Professionals
Class Code:	11038	Salary Grade:	AG5
Approved:	March 06, 2002	Last Revised:	February 12, 2008

Purpose:

The Office of the City Auditor is a City department that reports to the City Council and provides a menu of services including performance audits, investigations, and special request projects. These services are designed to provide information to support the City Council's decision making, establish accountability for meeting expectations, and generate a force for positive change. Projects primarily focus on the performance of City departments, programs, and initiatives with emphasis on results/effectiveness and efficiency/economy.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Schedule and manage project activities for multiple projects.
2. Coach team members on developing and implementing appropriate methodologies and producing various outputs.
3. Provide timely review and feedback, both written and oral, on the work and work papers developed by other team members.
4. Conduct interviews and meetings with external clients and stakeholders to elicit useful, relevant, and reliable information.
5. Conduct research on subject matters related to the project.
6. Document information and conclusions in an organized and useful manner.
7. Collect and analyze both qualitative and quantitative data, extracting information that is significant to the project.
8. Negotiate with client management.
9. Deliver, and coach others to deliver informative, clear, and concise presentations to City Management and City Council.
10. Develop clear, concise, timely, and accurate written summaries and reports.
11. Use collected information to support conclusions.
12. Demonstrate a high level of technical proficiency and provide office wide support in one or more audit specialty areas, such as statistical analysis, data mining, forensic accounting, or other relevant fields of expertise needed to conduct a full-service audit program.

Responsibilities - Supervisor and/or Leadership Exercised:

- Possess and maintain the highest standards of conduct, honesty, and loyalty in both official and personal matters.
- Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and recommendation for dismissal.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of and ability to adhere to appropriate professional standards, including the Government Auditing Standards.
- Knowledge of performance audit processes, procedures, and techniques, and the ability to apply such knowledge to the type of project being conducted.
- Knowledge of government organizations, programs, activities, functions, and, where applicable, their interrelations with the private and not for profit sectors.
- Ability to promote open and honest communication with all office staff, including performance and behavior feedback and conflict resolution.
- Ability to maintain objectivity and high standards of conduct in all scopes of work, including hostile environments.
- Ability to plan a project that addressed identified risks and client needs.
- Ability to manage project tasks, resources, and timelines in an effective manner for multiple projects at a time.
- Ability to motivate team members.
- Ability to recognize the risks inherent to the subject matter of the project.
- Experience completing assigned duties and functions in a timely and effective manner.
- Experience contributing to professional organizations.
- Proficient at collecting information according to an established project plan.
- Proficient at conceptualizing project findings and cross-cutting issues.
- Proficient at working with others to achieve a project goal or objective.
- Proficient in designing and implementing a selected methodology or technique.
- Proficient at soliciting, receiving, analyzing, and using information provided by City of Austin staff and external

clients and stakeholders.

- Proficient at the expert-level in one or more audit specialty areas that are not required of all staff but necessary to the office as a whole in order to carry out a full-service audit.

Minimum Qualifications:

- Graduation from an accredited four-year college or university with major coursework in a field related to the job, plus a minimum of three (3) years related experience, one (1) year of which must be in a lead and/or supervisory capacity.
- Masters degree from an accredited college or university in a field related to the job may substitute for one (1) year of related experience.

Licenses and Certifications Required:

- One of the following certifications is required: CPA, CIA, CGAP, CFE, CISA, CGFM, or CMA.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.